



Foreign Affairs Manual

VOLUME 6 – General Services

Change Transmittal: GS-168

Date: 05-17-2012

6 FAM 500 EMPLOYEE ASSOCIATIONS

Changes

1. This Change Transmittal issues updates to four subchapters in 6 FAM 500, Employee Associations:
 - 6 FAM 520, Principal Officer Responsibilities; minor revisions to update.
 - 6 FAM 530, Operating Policies; minor revisions to update.
 - 6 FAM 540, Use of Facilities; minor revisions to update. 5 FAM 545 paragraph a(4) is revised to provide for a 10% fee on TCD purchases. This management decision was prompted by a suggestion on the Department's Sounding Board.
 - 6 FAM 550, Reporting Requirements; minor revisions to update. Added requirements for the independent audit report package, reporting waste, fraud, and abuse information, and a sample for the Annual Certification.
2. If this issuance changed less than half the words, we formatted the changed text in *dark magenta italic*. If this issuance changed more than half the words, we did not use *dark magenta italic*. The CT line in each section shows when that section last changed.
3. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1111.1).
4. The office responsible for the material in this subchapter is A/OPR/CR. Please direct questions concerning content substance and interpretation to this office. Administrative questions on the Foreign Affairs Manual or Handbooks can be directed to A/GIS/DIR, Office of Directives Management.

Filing Instructions (Paper Copies)

1. Remove and discard the old 6 FAM 520 (CT:GS-162; 01-25-2011) and insert the new 6 FAM 520 (CT:GS-168; 05-17-2012).
1. Remove and discard the old 6 FAM 530 (CT:GS-160; 09-24-2009) and insert the new 6 FAM 530 (CT:GS-168; 05-17-2012).
1. Remove and discard the old 6 FAM 540 (CT: GS-153; 02-20-2007) and insert the new 6 FAM 540 (CT:GS-168; 05-17-2012).
1. Remove and discard the old 6 FAM 550 (CT:GS-160; 09-24-2009) and insert the new 6 FAM 550 (CT:GS-168; 05-17-2012).
2. After inserting the material in the binder, insert this change transmittal letter immediately following the CT Checklist, then fill in the entry line for CT:GS-168 and initial.

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1. The Foreign Affairs Manual and Handbooks (unclassified) official version can be found on the State Department's Intranet site.
2. All posts and offices keeping paper versions of the Foreign Affairs Manual are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5).
3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues.